TGAnet User Standard Operating Procedures
Deposit Preparer and Approver

1 All User Procedures

If your agency has been chosen to use TGAnet and you have been identified as an employee who will need access, your Primary Local Security Administrator (PLSA) or Local Security Administrator (LSA) will need to create you as a user. You must sign the TGAnet "Rules of Behavior" document and submit it to your PLSA or LSA to be granted access to TGAnet. After your user ID has been created, your user ID and password will be emailed to you.

You may be assigned the Deposit Preparer role, the Deposit Approver role or both the Deposit Preparer and Deposit Approver roles.

- If you are a Deposit Preparer only (Section 2), you will have the ability to create deposits and save as a draft or save for approval, modify draft deposits, view/ search deposits, search adjustments and view reports.
- If you are a Deposit Approver only (Section 4), you will have the ability to submit or reject deposits saved for approval, view/ search deposits, search adjustments and view reports.
- If you are a Deposit Preparer and Deposit Approver (Section 3), you will have the ability to create deposits, submit deposits, modify draft deposits, view/ search deposits, search adjustments and view reports.
  NOTE: If your organization's Accounting Specialist has enforced separation of duties, you will not be allowed to submit a deposit that you have created.

1.1 Initial Sign In

Regardless of your role, you must sign in for the first time in the following manner:

1. Go to https://www.twai.gov/TWAIUPS/user/login.jsp.
2. The system will prompt you to enter your User ID and password.
3. The system will prompt you to enter your password again, and then enter a new password twice (please see the password rules below).
4. When your new password has been accepted, you will be directed to the Treasury User Provisioning Service.
5. Select Update My Secondary Authentication Answers.
6. Enter the answers to the questions provided. (This feature will help you reset your password should you ever forget it.)

1.2 Password Maintenance

To change your password at a later date:

1. Go to https://www.tganet.gov and select the Manage Users menu item.
2. Select Change My Password.

3. Follow the system prompts to change your password.

1.2.1 Password Rules

- You must log into the TGAnet application at least every **90 days** or your access will be inactivated on the 90th calendar day since your last access date. Users that have not accessed their TGAnet account for **120 days** will have their access deleted on the 120th calendar day since their last access date. Users that have their access deleted will need to reapply for access through their organization.
- Must be a minimum of 8 characters
- Must include each of the following:
  - Alphabetic lower-case
  - Alphabetic upper-case
  - Numeric character
  - Maximum of two repeated characters
- An identical password cannot be reused for 10 successive password changes.
- A user has three consecutive attempts to enter a valid password. After the third attempt, the user is locked out and must answer pre-determined secondary authentication questions or call his or her PLSA, LSA or the TGAnet Treasury Support Center 877-255-9033 for validation of user identity and reset of the password.

1.3 TGAnet Contingency

- Should you have an issue accessing TGAnet, review the contingency document at: http://fms.treas.gov/tganet/related.html and click on the TGAnet Contingency document.

2 Deposit Preparer Procedures

2.1 Review Deposit History

1. Go to https://www.tganet.gov and select View Deposits from the Manage Deposits menu.
2. Review your deposit history to verify the following:
   - o Your deposits saved as draft are completed on time
   - o Your deposits submitted for approval are submitted on time

NOTE: There are two sections on the View Deposits Page. The My Deposits in Process section displays your current deposits. The Deposit Transactions section displays your endpoint's deposit history.

2.2 Deposit Creation

1. From the Manage Deposits menu, select Create Deposit.
2. Enter all information required by TGAnet, required by your organization or any optional information:
    - Deposit Endpoint
    - Deposit Total (If the deposit amount is a whole number then the '.00' is not required and commas are also not needed in the total.)
    - Voucher Date. (The voucher date is the financial institution business date the deposit will be presented OR the calendar date the deposit will be mailed to the financial institution.)
    - Fiscal Year
    - Financial Institution (FI) where the funds will be deposited.
    - ***Do not enter personally identifiable information in the Agency Use (Box 6) text box or in any User Defined Fields. Please contact your Supervisor for PII definitions.***
    - Value of checks and money orders in the deposit and the count of currency and coin denomination. (The Check and Money Order Subtotal and the Currency Subtotal should equal the total value of the deposit. These values may not be required by all agencies).
    - Accounting Codes used by your organization and their associated value in the deposit (Each time you select an Accounting Code and enter the value you must click on the ADD button. By doing so, it will lower the variance amount. The Variance must be zero before you can move on to the next screen). Based on your agency's defined processing options, you may have the ability to submit deposits that may include negative subtotals by accounting code, but the deposit total cannot be negative.
3. Review the deposit information for errors. If necessary, select previous to return to the input screen and make corrections.
4. Select Save for Approval. Save for Approval will send the deposit to your agency's Deposit Approver.

- Save As Draft is an option for agencies throughout much of the deposit process. If you have begun the Create Deposit Process and will need to return to it before you Save for Approval, use the Save as Draft option by selecting the Save as Draft button when available.

2.3 Deposit Modification

You can only modify a deposit if it has not been submitted in TGAnet. Deposits will appear in the My Deposits in Process section of the View Deposits page until they are submitted to the Financial Institution.

If you have saved a deposit as a draft:

1. Select View Deposits from the Manage Deposits Menu.
2. Any deposits you have saved as a draft will appear in My Deposits in Process with a Draft status.

3. Click on the voucher number to modify a particular deposit.
4. Click the Edit button.
5. Modify any available information.
6. ***Do not enter personally identifiable information in the Agency Use (Box 6) text box or in any User Defined Fields. TGAnet does not securely store the information in these fields.***

If you have saved a deposit for approval, the Deposit Approver must reject the deposit before it can be modified. The deposit will then appear in the My Deposits in Process section with a Draft status.

2.4 Financial Institution Responsibilities

If the financial institution has confirmed a deposit, the deposit has been processed. No additional steps are required.

If the financial institution has adjusted a deposit, the original deposit has been processed along with the financial institution's changes. No additional steps are required.
NOTE: You may view adjustments by selecting Search Adjustments from the Manage Deposits menu.

If a deposit must be rejected, the financial institution should contact the depositing location. The original deposit should not be processed and cannot be modified. A new voucher will need to be created.

3 Deposit Preparer and Approver Procedures (Single User)

3.1 Review Deposit History

1. Log in to TGAnet (https://www.tganet.gov) and from the Manage Deposits menu, select View Deposits.
2. Review your deposit history to verify the following:
    - Your deposits saved as draft are completed on time
    - Your deposits awaiting approval are submitted on time
    - Your deposits submitted are confirmed on time by your FI

   NOTE: There are two sections on the View Deposits Page. The My Deposits in Process section displays your current deposits. The Deposit Transactions section displays your deposit history.

3.2 Deposit Creation

1. Log in to TGAnet and from the Manage Deposits menu, select Create Deposit
2. Enter all information required by TGAnet (required by Treasury), required by your organization or any optional information:

    - Deposit Endpoint
    - Deposit Total (If the deposit amount is a whole number then the '.00' is not required and commas are also not needed in the total.)
    - Voucher Date. (The voucher date is the financial institution business date the deposit will be presented OR the calendar date the deposit will be mailed to the financial institution.)
    - Fiscal Year
    - Financial Institution (FI) where the funds will be deposited (If there is only one FI associated with the endpoint, it will be pre-populated. If there is a drop-down menu, select the proper FI).
    - ***Do not enter personally identifiable information in the Agency Use (Box 6) text box or in any User Defined Fields. TGAnet does not securely store the information in these fields.***
    - Internal Control Number (This is defined by your agency, for example, deposit number, CD#, etc. and may not be required by all agencies.)
    - Value of checks and money orders in the deposit and the currency and coin denomination (The Check and Money Order Subtotal and the Currency Subtotal should equal the total value of the deposit. These values may not be required by all agencies.)
    - Accounting Codes used by your organization and their associated value in the deposit (Each time you select an Accounting Code and enter the value you must click on the ADD button. By doing so, it will lower the variance amount. The Variance must be zero before you can move on to the next screen.) You have the ability to submit deposits that may include negative subtotals by accounting code, but the deposit total cannot be negative.
3. Review the deposit information for errors. If necessary, select previous to return to the input screen and make corrections.
4. Select Submit. Submit will send the deposit to the financial institution and will automatically invoke your Internet browser's print dialogue box where you may select to print the deposit ticket.

NOTE: If your organization's Accounting Specialist has enforced separation of duties, you will not be allowed to submit a deposit that you have created.

- Save As Draft is an option for agencies throughout much of the deposit process. If you have begun the Create Deposit Process and will need to return to it before you submit, use the Save as Draft option by selecting the Save as Draft button when available.

3.3 Deposit Modification

You can only modify a deposit if it has not been submitted in TGAnet. Deposits will appear in the My Deposits in Process section of the View Deposits page until they are submitted to the Financial Institution.

If you have saved a deposit as a draft:

1. Select View Deposits from the Manage Deposits Menu.

2. Any deposits you have saved as a draft will appear in My Deposits in Process with a Draft Status.
3. Click on the voucher number to modify a particular deposit.
4. Click the Edit button.
5. Modify any available information.
6. ***Do not enter personally identifiable information in the Agency Use (Box 6) text box or in any User Defined Fields. TGAnet does not securely store the information in these fields.***

3.4 Financial Institution Responsibilities

If a deposit has been confirmed by the financial institution, the deposit has been processed. No additional steps are required.

If a deposit has been adjusted by the financial institution, the original deposit has been processed along with the financial institution's changes. No additional steps are required. **NOTE:** You may view adjustments by selecting Search Adjustments from the Manage Deposits menu.

If a deposit must be rejected, the financial institution should contact the depositing location. The original deposit should not be processed and cannot be modified. A new voucher will need to be created.

4 Deposit Approver Procedures

4.1 Review Deposit History

1. Log in to TGAnet (https://www.tganet.gov) and from the Manage Deposits menu, select View Deposits.
2. Review your deposit history to verify the following:
   - Your deposits awaiting approval are submitted on time
   - Your deposits submitted are confirmed on time by your FI

4.2 Deposit Approval

1. Select View Deposits from the Manage Deposits Menu.
2. Any deposits that have been saved for your approval will appear in the My Deposits in Process section with an AWAP (Awaiting Approval) status.
3. Select the deposit you would like to approve.
4. Review the deposit information for errors.
5. Select Submit. Submit will send the deposit to the financial institution.

4.3 Deposit Modification

If a deposit awaiting your approval needs to be changed, the changes must be performed by the Deposit Preparer. This requires that you reject the deposit ticket.

1. Select View Deposits from the Manage Deposits Menu.
2. Any deposits that have been saved for your approval will appear in the My Deposits in Process section with an AWAP (Awaiting Approval) status.
3. Select the deposit you would like to have modified.
4. Select Reject. After rejecting the deposit, it will appear with a Draft status in the Deposit Preparer's My Deposits in Process).
5. Notify the Deposit Preparer that the deposit has been rejected.

4.4 Financial Institution Responsibilities

If the financial institution has confirmed a deposit, the deposit has been processed. No additional steps are required.

If the financial institution has adjusted a deposit, the original deposit has been processed along with the financial institution's changes. No additional steps are required.
NOTE: You may view adjustments by selecting Search Adjustments from the Manage Deposits menu.

If a deposit must be rejected, the financial institution should contact the depositing location. The original deposit should not be processed and cannot be modified. A new voucher will need to be created.

4.5 View Reports

As a deposit preparer or deposit approver for your organization, you have the ability to view business reports in TGAnet.